

JAILER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is a responsible police position in providing for the safety and welfare of city jail inmates, the maintenance of jail and related records, and the assistance of the police desk officer as required. Employees of this class follow established procedure or work at the specific direction of the supervisor of jail. Work is reviewed through reports, conferences, and visual inspection of facilities and inmates.

EXAMPLES OF WORK

(Examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Maintains prison facilities.

Keeps records of maintenance operations performed.

Makes regular inspections of prison facilities and all security precautions.

Admits and releases prisoners.

Completes forms and records necessary for the admission and release of prisoners.

Performs initial inventory of property and initial search and sanitary procedures for the admission of prisoners.

Maintains all necessary records of inmates such as dates of confinement, behavior and work records, fingerprint and photograph forms.

Supervises daily activity of prisoners; maintains order in the jail facility.

Performs duties, both routine and specialized, necessary for the proper feeding, housing, and medical attention of inmates.

Instructs and supervises prison work details.

Purchases supplies and equipment needed for the jail.

Performs general office work pertaining to police operation, as required, or any other duties as assigned.

Relieves desk officer and operates police dispatching equipment; keeps related records when required.

QUALIFICATION REQUIREMENTS

Must be not less than twenty-one (21) years of age.

Must have completed a high school education or possess a valid certificate of equivalency issued by the State Department of Education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be of good character and moral background. Must be willing to work shift work including weekends and holidays, when necessary.

Must have good attitude and be willing to function as a part of the police organization.

Must be neat and clean in personal habits and appearance.

Must meet all other requirements specified in paragraph 23 of The Municipal Fire and Police Civil Service Law.

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| | 01-17-95 |